

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Workforce Planning and Recruitment Unit Manager	
		Division and/or Subdivision Human Resource Management Workforce Development and Special Projects Workforce Planning and Recruitment Unit (WPRU)	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters West Sacramento	
		Class Title of Position Staff Services Manager I	
		Position Number 541-031-4800-010	
		Effective Date 9/1/2022	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>Under the direction of the Staff Services Manager II, Assistant Personnel Officer, Workforce Development and Special Projects, Human Resource Management (HRM), the Workforce Planning and Recruitment Manager is responsible for planning, coordinating, and supervising professional staff in carrying out the following functions:</p> <p>*Provides day-to-day program management and staff supervision to a team of analysts charged with administering and maintaining an effective organization-wide workforce planning strategy and recruitment program that incorporates best practices in workforce planning, recruitment and HRM. *Ensures the workforce strategy and succession planning efforts support The Department of Forestry and Fire Protection's (CAL FIRE's) mission, vision, core values and diversity goals and is aligned with the organization's Strategic Business Plan. Coordinates statewide recruitment needs with HRM, Region Administrative Officer's, Unit Hiring Staff, Equal Employment Opportunity (EEO), and Returning Veterans: Enlisting Their Services (RVETS). *Works with staff to identify and implement best sources of advertisement to get qualified applicants. *Initiates methods to attract a competitive and successful workforce by approving recruitment plans and materials such as social media content, pamphlets, brochures, flyers, and presentations ensuring compliance with CAL FIRE publishing guidelines. *Continually identifies best practices in Workforce Planning and Recruitment through benchmarking and researching trends; recommends modifications to the workforce strategy as appropriate. *Regularly reports to division management, CAL FIRE's leadership team, and Executive management on workforce strategy progress.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: May require 10% or more travel. This travel may be local or statewide and may result in overnight stays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Working Title of Position
**Workforce Planning and Recruitment Unit
Manager**

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

30%

*Collaborates with key organizational partners within HRM and throughout the organization in the development and delivery of CAL FIRE's workforce strategy and succession plan initiatives. *Provides oversight, direction, and training to CAL FIRE's management and staff in the administration and support of CAL FIRE's workforce strategy, succession plan, and professional development program efforts. *Leads the development, implementation, and coordination of identified strategies based on CAL FIRE's workforce demographics and identified workforce needs. *Advises HRM and other identified programs, of solutions for recruitment barriers and implements solutions related to identified workforce needs. *Provides consultation on highly sensitive recruitment issues that have significant impact on CAL FIRE. *Develops and implements policies and procedures related to workforce and recruitment strategies. *Directs the collection and analysis of data and meta-data related to the CAL FIRE workforce and recruitment initiatives and achievements. *Creates and manages tracking systems for outreach efforts to provide analysis, measure effectiveness, and generate a variety of reports to present to Executive staff.

15%

*Coaches, mentors, and develops employees; effectively prioritizes, organizes, and controls resources to ensure HRM goals related to workforce planning, succession planning and recruitment are met. *Represents CAL FIRE's HRM on internal and external projects, committees and workshops with control agencies as appropriate.

10%

*Attends and participates in the Quarterly Workforce Planning Forum and Statewide Recruiters' Roundtable meetings. *Compiles civil service laws and rules, and innovative best practices information into written policies and procedures to support effective and efficient workforce planning and recruitment efforts. *Travels throughout California, identifying and networking with appropriate associations, colleges, and organizations.

5%

Participates in special projects, as needed. Prepares a variety of complex personnel management reports and memorandums. Prepares and updates personnel policy or procedure. May act on behalf of another HRM manager in their absence.

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment: **May require 10% or more travel. This travel may be local or statewide and may result in overnight stays.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature
Personnel use only

Date

☐ Posted to Directory

Supervisor Signature

Date

Initials and Date